

1595-02  
**APPLICATION FOR RECORDS RETENTION SCHEDULE**

Georgia Department of Labor  
Employment Security Agency  
Administrative Services Division  
Records Management and Controls

**INSTRUCTIONS:** The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/26/82	1. Agency Address DEPARTMENT OF LABOR Employment and Training Division CETA Training Section 501 Pulliam St., S. W., Room 350 Atlanta, Georgia 30312	Application Number <b>75-100-A</b>	
Application Number DL - 021		Date Received MAY 6 1982	Date Completed MAY 19 1982
2. Person to Contact Billy J. McLeod		Working Title State Employment Section Supervisor	Telephone Number 656 - 3166
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 75-100 & 75-100A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 7/74		5. Records Series Title (followed by title used in office; if different) Comprehensive Employment and Training Act (CETA) Institutional Training Project Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Employment and Training Division under the general administrative direction of the Deputy Director, Employment Security Agency, is responsible for the development, implementation and supervision of the CETA Programs.  The CETA Training Section reviews requests for training and prepares contracts for funding of projects, interprets and releases to staff and local offices changes in procedures.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Developing and funding training projects in compliance with the Comprehensive employment and Training Act (CETA) of 1978.  Included are: Information furnishing particulars of the participants, confirmation of their certification in the training program, instructions and guidelines to follow while participating in the program.  Forms included: Individual Certification for Vocational Training (CETA Form 203), Training Plan Outline for CETA Individual Referrals, Post Secondary School Calender, and related correspondence.  File is arranged: Geographically by area; thereunder numerically by project number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)  
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Georgia Code 54-237 (1) and 54-642.1
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? GSES training area office; partial duplication Ga. Dept. of Education.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal Law           | 3 years.     | f. Federal retention instructions | 3 years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

P.L. 95-524 (CETA) dtd 10/27/78, Sections 103(a)(11) and 133(a)(1).

41 CFR 29-70.203-2, 29-70.203-3(b), 29-70.203b-1 and 29-70.203b-2.

GDOL Administrative Procedures Manual Part II, Section 11716.01.

Records to be available to Secretary of Labor for litigations, audits and claims.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then.

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 2 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Destroy on the satisfactory completion of all audits, claims, or litigation.

TRAINING ALLOWANCE PRINTOUT: Hold in current files area until updated report is received, then destroy.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Howard Weeks</i>	4-2-82	<i>William Johnson</i>	5-3-82
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter Brown</i>		<i>Michael H. Brown</i>	5-3-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		Date
	<i>[Signature]</i>	<i>Carroll Hart</i>	5-17-82
	Secretary of State/Designee		Date
	<i>[Signature]</i>	<i>[Signature]</i>	5-14-82
	Attorney General/Designee		Date

GEORGIA DEPARTMENT OF LABOR  
EMPLOYMENT SECURITY AGENCY  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS MANAGEMENT AND CONTROLS

Application Number

APPLICATION FOR  
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

75-100-A

NOV 17 1980

Record Series Title: 75-100 Institutional Training  
Project File

Person to Contact:

Item number to be amended: Item 16 on old form  
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

59-637 (1)  
G Code 59-642.1

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential

AUTHORITY: Federal Register, July 20, 1979; 29-70, 203b-3b1,2.

Division Director/Designee: *[Signature]* Date 9/2/80

Records Management Officer (RM&C): *[Signature]* Date 7/30/80

ESA Director: *[Signature]* Date

State Auditor/Designee: *[Signature]* Date 10-30-80

Secretary of State/Designee: *[Signature]* Date 10-27-80

Attorney General/Designee: *[Signature]* Date 11-12-80



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>3-17-75</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: _____ Application No.: _____ Date Completed: _____	
2. Agency Application No. <b>DL-021 -</b>		3. Agency, Division, Subdivision & Administering Office Address <b>Department of Labor Manpower Programs Operations Division CETA Training Section 501 Pulliam St., S. W., Room 350 Atlanta, Georgia 30312</b>		4. Person to Contact <b>W. Fred Orr</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.		<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series <b>July 1974 - Present</b>		9. Exact Series Title <b>COMPREHENSIVE EMPLOYMENT AND TRAINING ACT - INSTITUTIONAL TRNG. PROJ. FILE</b>			
10. What is the function of the office in which this record series is created?  The Manpower Programs Operations Division under the general administrative direction of the Deputy Director for Manpower, Employment Security Agency, is responsible for the development, implementation and supervision of manpower programs.  CETA Training Section - Reviews requests for training and prepares contracts for funding of projects, prepares monthly report for all allowance payments, interprets and releases to staff and local offices any changes in procedures.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents related to development and funding of training projects in compliance with the CET Act of 1973 and other directives and regulations issued by the Secretary of Labor, Included are: Form CETA-1 - Client Intake Form Letter of Certification from Training Facility CETA Form 203 - Individual Certification for Vocational Training (Under 92-203 Comprehensive Employment and Training Act) Training Plan Outline for CETA Individual Referrals School Calendar - and other related correspondence  (File is arranged numerically by project number.)					

ORIGINAL APPLICATION

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	5	7.5	219.5	5	7.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	10	4
				0	0

**QUESTIONNAIRE** Place an "X" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ [ ]  
 GSES training area office; partial duplication Georgia Department of Education
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [X]  
 Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]  
*CETA Record Unit feeds info into EDP*
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ [ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? Employment Security Manual, Part I, Chapter 11700 and Agency Administrative Procedures Manual, Part II, 11716.01 ☒ [X] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 yrs. following final action on project years: (final action is the 6th mo. follow-up on trainee)
- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☒ [X] FEDERAL LAW    e. ☐ [ ] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)
- Administrative Procedures Manual - Part II, 11716.01
- "CETA records become obsolete 3 years from date of last action taken on project."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [X] OTHER See below, then:

Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut inactive file at the end of each fiscal year and hold in current files area 1 year; then

- (1) CET Section (Central Office) file: transfer to State Records Center, hold 2 years and destroy, except that at time of destruction a random sampling of one cubic foot of files for all years ending in 0 and 5 will be retired to the State Archives for permanent retention.
- (2) District Office file: transfer to local holding area, hold 2 years, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. [Signature]</i>	3-17-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>[Signature]</i>	3-17-75
	State Auditor/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved		
	Secretary of State/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved		
	Attorney General/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved		

STATE RECORDS  
COMMITTEE



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>3-17-75</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>DL-021</b>		Date Received <b>MAR 19 1975</b>	Application No. <b>75-100</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Labor Manpower Programs Operations Division CETA Training Section 501 Pulliam St., S. W., Room 350 Atlanta, Georgia 30312</b>		4. Person to Contact <b>W. Fred Orr</b>	Date Completed <b>APR 15 1975</b>
		5. Working Title <b>Proj. Dev. Coord.</b>	6. Tel. No. <b>656-3166</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>July 1974 - Present</b>	9. Exact Series Title <b>(CETA) COMPREHENSIVE EMPLOYMENT AND TRAINING ACT INSTITUTIONAL TRNG. PROJ. FILE</b>
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10. What is the function of the office in which this record series is created?

The Manpower Programs Operations Division under the general administrative direction of the Deputy Director for Manpower, Employment Security Agency, is responsible for the development, implementation and supervision of manpower programs.

CETA Training Section - Reviews requests for training and prepares contracts for funding of projects, prepares monthly report for all allowance payments, interprets and releases to staff and local offices any changes in procedures.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Developing and funding training projects in compliance with the CET Act of 1973.

Included are: Information furnishing particulars of the clients, confirmation of their certification in the training program, and instructions and guidelines to follow while participating in the program. Forms included are: Client Intake Form (CETA-1), Individual Certification for Vocational Training, Under 92-203 Comprehensive Employment and Training Act (CETA Form 203), Training Plan Outline for CETA Individual Referrals, Post Secondary School Calendar, and related correspondence.

File is arranged: Geographically by area; thereunder numerically by project no.

ATTACH SAMPLES OF THE FILE

2. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	5	7.5		5	7.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES:	Preceding Year's	All Prior Years'
				10	4
				0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [X] [ ]  
 GSES training area office; partial duplication Georgia Department of Education
15. Is the information contained in this series ever summarized or published? [ ] [X]  
 Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [X] [ ]  
 Printouts received about training pay allowances from information fed into the computer.
22. Has the Federal Government issued instructions governing the retention/disposition of these files? Employment Security Manual, Part I, Chapter 11700 and Agency Administrative Procedures Manual, Part II, 11716.01 [X] [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 yrs. following final action on project years: (final action is the 6th mo. follow-up on trainee)
- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [X] FEDERAL LAW    e. [ ] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
 (Cite Law, Statute, or other reason for the retention requirement)

Administrative Procedures Manual - Part II, 11716.01

"CETA records become obsolete 3 years from date of last action taken on project."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER See below, then:  
 Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut inactive file at end of each fiscal year; hold in current files area 1 year; then

CET Section (Central Office) File: Transfer to State Records Center; hold 2 years; then destroy.

District Office File: Transfer to local holding area; hold 2 years; then destroy.

Training Allowance Printout: Held in current files area until up-dated report is received; then destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	3-17-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>[Signature]</i>	3-17-75
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>[Signature]</i>	4-14-75
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Carroll Hart</i>	4-11-75
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>[Signature]</i>	4-14-75

 STATE RECORDS  
 COMMITTEE



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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*ORIGINAL APPLICATION*

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents related to development and funding of training projects in compliance with the CET Act of 1973 and other directives and regulations issued by the Secretary of Labor, Included are:

- Form CETA-1 - Client Intake Form
- Letter of Certification from Training Facility
- CETA Form 203 - Individual Certification for Vocational Training (Under 92-203 Comprehensive Employment and Training Act)
- Training Plan Outline for CETA Individual Referrals
- School Calendar - and other related correspondence

(File is arranged numerically by project number.)

## ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
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			AVERAGE DAILY REFERENCES	10	4
				0	0



QUESTIONNAIRE Place an "X" in the proper column. If answer is "YES," please explain.

- |   | YES | NO  |
|---|-----|-----|
| 13. Is this the Record Copy of the series?  | [X] | [ ] |
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| 16. Does the series contain classified information requiring security handling?   | [ ] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | [ ] | [X] |
| 18. Could the function be performed if the files were lost or destroyed?  | [X] | [ ] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | [ ] | [X] |
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| 21. Does the record series contain documentation produced as EDP printout?  | [X] | [ ] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Employment Security Manual, Part I, Chapter 11700 and Agency Administrative Procedures Manual, Part II, 11716.01 | [X] | [ ] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | [ ] | [X] |

24. REQUIREMENTS. The following requires the files to be kept 3 yrs. following final action on project years: (final action is the 6th mo. follow-up on trainee)
- |                  |                              |                     |                    |                                |                         |
|------------------|------------------------------|---------------------|--------------------|--------------------------------|-------------------------|
| a. [ ] STATE LAW | b. [ ] STATUTE OF LIMITATION | c. [ ] AUDIT PERIOD | d. [X] FEDERAL LAW | e. [ ] ADMINISTRATIVE DECISION | f. [ ] HISTORICAL VALUE |
|------------------|------------------------------|---------------------|--------------------|--------------------------------|-------------------------|
- (Cite Law, Statute, or other reason for the retention requirement)

Administrative Procedures Manual - Part II, 11716.01

"CETA records become obsolete 3 years from date of last action taken on project."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER See below, then:

Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut inactive file at the end of each fiscal year and hold in current files area 1 year; then

- (1) CET Section (Central Office) file: transfer to State Records Center, hold 2 years and destroy, except that at time of destruction a random sampling of one cubic foot of files for all years ending in 0 and 5 will be retired to the State Archives for permanent retention.
- (2) District Office file: transfer to local holding area, hold 2 years, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>[Signature]</u> Date <u>3-17-75</u>	OTHER REQUIRED SIGNATURES <u>[Signature]</u>	DATE <u>3-17-75</u>
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Secretary of State/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

STATE RECORDS  
COMMITTEE

Part II	Employment Service Program and Procedures	11700-11706
11000-11999	Structure and Maintenance of Files	R-1/27/65

# 11700-11749 DISPOSAL OF OBSOLETE RECORDS

- \*11700 Disposal of Records in Accordance with State Laws and Regulations. When local employment service office records become obsolete, they are disposed of in accordance with the State laws and regulations governing the destruction of records.

The conditions under which local office records are considered obsolete are prescribed below. No records are disposed of prior to their obsolescence.

If State laws or regulations prohibit destruction of records, or require that they be preserved for a specified period of time after becoming obsolete, the local office should place the obsolete records in storage files. Such records are stored in the most economical manner.

When obsolete records are destroyed in accordance with State laws or regulations, precautions should be taken to insure that information contained therein does not become available to unauthorized persons. Provisions should be made for immediate destruction of the records or obliteration of the information contained therein.

## 11705-11749 Conditions Under Which Records Become Obsolete

- \*11705 Application Cards. A Form ES-511, Application Card, becomes obsolete under the following conditions:

- A. The applicant dies, or
- B. The application has been in the inactive file for a period of 1 year, as shown by the last date in the "Dates" column.

All applications in the inactive file are examined once a year to determine which have become obsolete because of inactivity for at least a year. The whole file may be examined at one time, or the work may be spread out during the year to equalize the clerical work load. All obsolete applications which indicate that the applicant has received counseling should be routed to the concerned counselor.

MA 7-39

- \*11706 Test Records. Form ~~ES-517~~, Test Appointment Form, becomes obsolete as soon as the data regarding test results have been transcribed to the application card and/or counseling records. Form ~~ES-518~~, ~~Test~~ MA 7-49, ~~Record Card~~, becomes obsolete when the application card or counseling records for the individual become obsolete.

GATB Test Record Card, ~~Record Card~~, becomes obsolete when the application card or counseling records for the individual become obsolete.  
NATB Test Record Card, become

\*Revises sections 11700, 11705, and 11706 as issued 9/1/46.

PART II : Employment Service Program and Procedures  
11000.01-11999.99: Structure and Maintenance of Files

11700.01-11718.01  
(1-1-75)

11700.01-11749.99 Disposal of Obsolete Records

(Supersedes Bulletin No. 1826-12, Supp. 1 and 2, 2260-18, 2261-18)

11700.01 Disposal of Local Office Records in Accordance with State Laws and Regulations.

When local employment service office records become obsolete, they are disposed of in accordance with the State laws and regulations governing the destruction of records.

The conditions under which local office records are considered obsolete are prescribed below. No records are disposed of prior to their obsolescence.

When obsolete records are destroyed, precautions should be taken to insure that information contained therein does not become available to unauthorized persons. Provisions should be made for immediate destruction of the records or obliteration of the information contained therein.

11705.01-11726.01 Point in Time That Records Become Obsolete

11705.01 GSES-330, 330-A, 332 & 332-A Keep as long as employer is in business.

11706.01 Equipment Records Keep as long as equipment retained.

11707.01 Training Record Cards ESA 1013 Local Office copy kept until employee is separated. Staff Training copy kept permanently.

11708.01 Personnel Files Keep until separation - then forward to Personnel Section.

11709.01 Special Notices - Radio or Television Programs, etc. 1 year.

11710.01 All Managerial Controls Keep for 3 years.

✓ 11711.01 Administrative, Applicant, and Employer Correspondence 1 year.

11712.01 Test Record Cards, GSES-518A, 518B 2 years if only includes specifics on proficiencies. - 5 years if includes complete GATB, NATB or BOLT.

11713.01 Counseling Control Card, GSES-614 1 year after inactivation.

11714.01 Application Card, GSES-511 1 year after inactivation.

11715.01 Employer Orders (Job Bank) 2 years.

11716.01 CETA Records 3 years from data of last action.

11717.01 MDTA & RAR Training and Payment Records 3 years from date of last action.

11718.01 Used Answer Sheets 1 year on persons age 40-64; 1 year on others - if space permits.